



DEPARTMENT OF HEALTH
Borough of Elmwood Park
Bergen County
NEW JERSEY

Municipal Building, Market Street
Elmwood Park, New Jersey 07407-1497

201-796-1072
Fax 201-796-0292

December 5, 2012

Dear Board of Health Member:

The regular monthly meeting of the Elmwood Park Board of Health will be held on
Monday, December 10th at 7:00 P.M.

Agenda

- 1.) Personnel
- 2.) Fees

Please e-mail Debbie, if you cannot attend.

Elmwood Park Board of Health Minutes
Meeting of December 10, 2012

The regular meeting of the Board of Health of Elmwood Park was held in the Municipal Building on December 10, 2012. The meeting was opened at 7:15 pm and called to order by President JoAnn Berkenbush. Ms. Berkenbush stated that the requirements of the "Open Public Meeting Act" had been met and that a quorum was present.

Present: President JoAnn Berkenbush, Health Officer Deborah Ricci, Rhea Boyle, Jack Coyne, Shirley DeVito, Susan Marsella, Julie McCauley, and Council Liaison Keith Work.

Absent: Arlene Levine

Minutes: The minutes of the last regular meeting, held on October 15, 2012, were read. There was no discussion. Ms. McCauley made the motion to accept the October minutes and was seconded by Mr. Coyne. All aye. The October minutes were accepted.

Reports:

Health Officer's Report: The October Health Officer's Report was read. Ms. Marsella made the motion to accept the October report and was seconded by Ms. Boyle. All aye. The October report was accepted and there was no discussion.

The November Health Officer's Report was read. Ms. Boyle made the motion to accept the November report and was seconded by Ms. McCauley. All aye. The November report was accepted and there was no discussion.

Office Report: The October Office Report was read. Ms. Marsella made the motion to accept the October report and was seconded by Ms. Boyle. All aye. The October report was accepted with no discussion.

The November Office Report was read. Ms. Boyle made the motion to accept the November report and was seconded by Ms. McCauley. All aye. The November report was accepted with no discussion.

Public Health Nurse's Report: N/A, quarterly report.

REHS (Registered Environmental Health Specialist) Report: The October report was read. Ms. Marsella made the motion to accept the report and was seconded by Ms. DeVito. All aye. The October REHS report was accepted with no discussion.

Old Business:

Contracted Services: Mr. Coyne commented on a statement from the October minutes stating that Ms. Ricci was concerned with the services provided by the current Mid-Bergen inspector. He asked Ms. Ricci if that was still the case and Ms. Ricci replied yes. This inspector is also responsible for Saddle Brook. Ms. Ricci reported that the inspector has not been available when needed and does not provide an acceptable job performance. Ms. Ricci has been told by the Mid-Bergen director that the inspector will not be returning to Elmwood Park for November or

December. Therefore Ms. Ricci has been doing all the inspections herself. The inspector is still providing service to Saddle Brook. Mid-Bergen is missing two inspectors so they cannot provide the necessary coverage. Mid-Bergen is contractual and personnel issues are directed to their director.

Ms. Ricci believes if the council were to approve our proposal to hire another employee who is a certified inspector it would save the town at least \$2,000.00. This would be a contract employee. Mr. Work has taken the proposal to the Mayor & Council but was told they need more information. Mr. Work will present the numbers and information in table form to the Council again and ask for approval. Mr. Work reported that contract updates are not imminent right now because the Mayor is still trying to reach people.

Salary Increases: Mr. Work reported that most department heads received 1.9% increases but Ms. Ricci believes that there are others who received more. When the Borough Clerk was asked about what was needed to receive a higher increase he would not give an answer.

Mr. Coyne reminded the board that a discussion was held at a previous meeting concerning giving an additional stipend to Ms. Ricci from our department's operating budget. Because of the shared services contracts our department has been bringing in additional revenue and it is believed that there should be funds in our operating budget to do this. Mr. Coyne explained that he has asked the Borough Attorney for a copy of our operating budget but has not received it to date and feels the request is being ignored. The board discussed the specifics of this issue in a personnel session.

Job Description: The job description for a new employee has not yet been completed due to the increased amount of work Ms. Ricci has needed to complete with inspection responsibilities. Mr. Coyne requested that Ms. Ricci provide the board with a list of all the people she supervises on a regular basis in all the towns that she provides services to. Ms. Ricci stated that at some future point she would like to have an in-house title change and form a Regional Health Commission to be operated out of Elmwood Park.

Animal Control Services: Ms. Ricci did a cost comparison for the Mayor & Council and Mr. Work reported that there are some "hidden" fees with other companies that he was not aware of when he first broached the subject.

New Business:

Fees: Ms. Ricci provided the board with a copy of the Proposed 2013 Budget Recommendations with Elmwood Park fees and other local town's fees. Our fees were just updated recently and seem to be either in-line or higher than other municipalities. The board agreed to leave our current fee schedule as is.

Personnel: Ms. Ricci left the room at 9:02pm so the board could discuss her salary. Ms. Ricci returned to the meeting after the discussion ended at 9:30 pm.

Committee Reports:

All committees reported progress.

Bills:

All board members present reviewed the current bills. Ms. Marsella made the motion to pay the current bills and was seconded by Ms. Boyle. The motion was adopted on the following roll call: J. Coyne, J. McCauley, S. DeVito, S. Marsella, R. Boyle, J. Berkenbush. All aye. The current bills will be signed by Ms. McCauley and paid.

Mr. Coyne stated that on behalf of the board he would like to thank Mr. Work for his years as the Council Liaison to the board and for his attention to detail and support of all board matters. Mr. Coyne stated that Mr. Work was the best Council Liaison to the board in all his years on the Board of Health. The rest of the board agreed and thanked Mr. Work for his efforts.

Ms. Marsella made the motion to adjourn the meeting and was seconded by Ms. Boyle. All aye. The meeting was adjourned at 9:50 pm.

Respectfully submitted,

Susan F. Marsella
Recording Secretary